

Agenda Item Form

Agenda Date: 08/24/04

Districts Affected: N/A

Dept. Head/Contact Information: Human Resources, Terry A. Bond, (915) 541-4509

Type of Agenda Item:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☒ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☐ Other Source: _____

Legal:

- ☐ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

The revision was necessary to update the minimum qualifications for the Water Plant Assistant Superintendent position to meet current Texas Commission on Environmental Quality water certification standards and Environmental Protection Agency recommendations.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and benefits

Statutory or Citizen Concerns:

None anticipated

Departmental Concerns:

None anticipated

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Water Plant Assistant Superintendent** is hereby revised as specified in the duties and responsibilities attached hereto. The Code will remain **3410**. The Grade shall be **GS 26**.

PASSED AND APPROVED this 24th day of August, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

APPROVED AS TO CONTENT:

Terry A. Bond
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: August 12, 2004

By Terry A. Bond
Secretary

Human Resources Department

5A-B

MEMO

To: Civil Service Commission
Thru: Terry Bond, Human Resources Director *TB*
From: James Sienkiewicz, Classification and Compensation Manager *JS*
Ana I. Sanchez, Personnel Analyst II *AS*
Date: August 5, 2004
Subject: Revision of Job Specifications

Human Resources recommends Commission approval of the job classification items listed below. See attached proposed and strike-through versions of the specifications.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
OFFICIAL	EPWU. Water Plant Assistant Superintendent	3410	GS 26
PROPOSED	Water Plant Assistant Superintendent	Same	Same
OFFICIAL	Water Plant Superintendent	5962	PM 78
PROPOSED	Same	Same	Same

Revisions of the subject job classes were requested by the El Paso Water Utility (EPWU) General Manager. Updating of their minimum qualifications were necessary to meet current Texas Commission on Environmental Quality (TCEQ) water certification standards and Environmental Protection Agency (EPA) recommendations. In addition to changes in certification requirements, experience requirements were also modified to ensure consistent and logical progression of levels of knowledge, abilities and skills acquired for promotional purposes. Human Resources found that the natures, scopes and levels of the job classes remained substantially the same. All the incumbents of the affected job classes meet the proposed minimum qualifications.

The attached proposed job specifications summarizing the primary duties, responsibilities, minimum qualifications, other job characteristics and titles were revised as appropriate using the City's current style and format conventions and have been reviewed by the Human Resources Director and the EPWU General Manager. No changes in grades were warranted.

This recommendation is being made pursuant to:

Civil Service Rule 4, Classification, Section 4(a), Reclassification of Positions:

"The Commission or the Human Resources Director may investigate of its own accord or upon the request of a department head, any change in the duties and responsibilities of a position from those upon which it was originally classified. If it is found that the duties and responsibilities of the position have changed so significantly that the former classification is a substantially inaccurate description of the current duties and responsibilities, the Commission will request the Mayor to direct the Human Resources Director to place the position in its proper class and grade.

"A change in compensation applying to all positions of the same class and grade will not affect the seniority or other rights of those in the Civil Service. The Human Resources Director may at any time secure from the appointing authority, department heads or employees involved, statements of the duties and responsibilities of the position under review. The appointing authority, department heads and employees concerned will have an opportunity to be heard before the revised class is approved and to appeal to the Commission in accordance with Article VI, Section 6.13-4 of the Charter."

Attachments

Custodial, Labor and Trades Branch
Plant Maintenance and Plant Operation Group
Water Supervisory Series

E.P.W.U. WATER PLANT ASSISTANT SUPERINTENDENT
SUPERINTENDENT
74/9904 (SAISO)

Summary General Purpose

Under general supervision, supervise and coordination of ongoing activities of personnel engaged in the maintenance and operation of a water treatment operation and maintenance activities of an assigned plant.

Typical Duties

Plan, direct and review day-to-day

Direct and coordinate plant operations in accordance with Federal and State requirements and departmental procedures. Involves: inspecting plant and monitoring operations all stages through all of water treatment process stages; taking appropriate action to correct equipment and treatment deficiencies; Responding to emergencies, and determining causes and take remedial action to correct equipment and treatment deficiencies; monitoring water samples data, analyzing laboratory results and instrument readings and making required adjustments; Regulating dosages of chemicals applied to water during treatment; Checking water for turbidity, odors, alkalinity, chlorine residual and other requirements to ensure compliance with water quality regulations.

Plan, direct and coordinate water treatment equipment installation, maintenance and repair of water treatment equipment. Involves: monitoring plant equipment to identify malfunctions; Recommending the repair or replacement of components and equipment; Check work to verify completion of overseeing repair of pumps, motors, aeration systems, chlorinators, chlorine dioxide generators, multiple chemical feeders or similar mechanical equipment; checking completed work to assure proper repairs and adjustments, have been made; inspecting electrical equipment for overloads, shorts, loose connections, and power loss; planning, scheduling and implementing a preventive maintenance programs; Ensuring availability of standby equipment in proper operating condition of available standby equipment; preparing required administrative reports. Maintain inventory and requisition supplies.

Supervise assigned supervisory and non-supervisory technical, skilled and semi-skilled personnel. Involves: Oversee or personally engage in scheduling, assigning, instructing, guiding, checking and evaluating day-to-day work; arranging for or engaging in employee training and development; Enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices; Prepare employee performance appraisals and review evaluations prepared by subordinates; Counseling, motivating and maintaining harmonious working relationships among subordinates; Arrange for or engage in employee training and development; Recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related incidental duties contributing to realization of unit or team objectives as required other duties as assigned. Involves: Substituting for supervisor, subordinates or coworkers plant superintendent during temporary absences, as qualified, by performing carrying out specifically delegated duties sufficient to maintain continuity of ordinary operations, as assigned or services, and similarly substituting for subordinates or coworkers; Provide designated support for special projects. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Monitor preparing and maintaining daily and monthly equipment and process logs, power records, chemical and gas consumption and other related records and reports using computers; Represent department to educate and advise schools and community, civic and international groups on water treatment plant processes as assigned, maintaining inventory and requisitioning supplies.

Knowledge, Abilities and Skills

- Comprehensive knowledge of water treatment operation, maintenance and repair principles practices and procedures.
- Considerable knowledge of operation and maintenance of various kinds of water treatment equipment including aeration systems, chlorinators, and multiple chemical feeders.
- Considerable knowledge of water treatment chemicals and compounds, including those used in coagulation disinfection and other processes.
- Considerable knowledge of Federal, State, and Utility water plant processing and water quality rules and regulations.
- Good knowledge of supervisory techniques, work conduct and attendance standards, and safe work practices.
- Good knowledge of operator certification requirements.
- Ability to plan, layout and complete installation, modification and repairs of water treatment plant equipment.
- Ability to read and interpret technical manuals, blueprints and other documents used to install, adjust and set various meters, gauges, and similar devices.
- Ability to read and comprehend federal, state, and Utility water treatment laws, rules and regulations.
- Ability to evaluate water plant operations and recommend adjustments.
- Ability to make quick, effective and sound decisions in emergency situations.
- Ability to calculate chemical formulas and labor and materials cost estimates.
- Ability to plan, assign, supervise, train, review and evaluate the work of assigned personnel.
- Ability to enforce and comply with personnel rules and regulations, standards of conduct and work attendance and safe working practices and procedures.
- Ability to effectively communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with City employees, officials, vendors, contractors, regulatory agencies and the public, including irate people.
- Ability to maintain records and prepare reports.
- Skill in safe operation and care of motor vehicle, computer network workstation and generic business productivity software, and equipment, hand tools and instruments to sample and measure water quality.

Other Job Characteristics

- Frequent exposure to moving machinery, hazardous chemicals, fumes and materials common to water treatment plant operation.
- Occasional exposure to adverse weather conditions, or animals and reptiles that live in open areas around water treatment facilities.
- Occasional climbing and lifting and carrying of moderately heavy objects (up to 50 pounds).
- Occasional driving through City traffic.

Minimum Qualifications

Training-Education and Experience: Equivalent to a Graduation from high school diploma or General Education Development or (G-E-D), and plus seven (7) years, experience in water or wastewater treatment plant operations or maintenance and repairing mechanical equipment, which includes three (3) years in a water treatment plant of which at least two (2) years were at the level comparable to Water Plant Technician II.

or an equivalent combination of training and experience.

~~Knowledge, Abilities and Skills: Comprehensive knowledge of principles, practices and procedures used in operation, maintenance and repair of a water treatment. Considerable knowledge of operation and maintenance of various kinds of equipment used in water treatment including aeration systems, chlorinators, chlorine dioxide generators, multiple chemical feeders, chemicals and compounds used in water treatment processes including those used in fluoridation, chlorination or other processes; safe work practices and procedures; Federal, State and local rules and regulations governing water treatment plant processes and water quality. Good knowledge of supervisory practices and procedures; operator certification requirements.~~

~~Ability to plan, layout and complete installation, modification and repairs of water treatment plant equipment; read and interpret technical manuals, blueprints and other documents used to install, adjust and set various meters, gauges and similar devices; evaluate the operation of a water plant and make recommendations for adjustments; make quick and sound decisions in emergency situations; calculate chemical formulas and estimates of required labor and materials costs; plan, assign, supervise, train, review and evaluate the work of assigned personnel; enforce and comply with personnel rules and regulations, standards of conduct and work attendance and safe working practices and procedures; express oneself clearly and concisely, both orally and in writing; establish and maintain effective working relationships with fellow employees, officials and general public; maintain records and prepare reports.~~

~~Skill in the safe use and care of common hand tools and instruments to sample and measure water quality.~~

~~Physical Requirements: Occasional lifting and carrying of moderately heavy objects (up to 50 pounds); exposure to chemicals or similar solutions; operating a motor vehicle through City traffic and working under all weather conditions.~~

~~Special Requirements: Work a rotating shift schedule including weekends and holidays.~~

License and Certificates:

- Valid Texas Class "C" Driver's License or equivalent from another state;
- Valid Texas "B" Water Certificate of Competency, and Pump Installer's License by time of appointment
- -Special Requirements:
 - Subject to working a rotating shift schedule that includes weekends and holidays.
 - Subject to being on-call during non-working hours and mandatory recall during water utility emergency operations.

Human Resources Director of Personnel

Department Head

Custodial, Labor and Trades Branch
Plant Maintenance and Operation Group
Water Supervisory Series

WATER PLANT ASSISTANT SUPERINTENDENT

7/04 (AIS)

General Purpose

Under general supervision, supervise coordination of ongoing water treatment operation and maintenance activities of an assigned plant.

Typical Duties

Plan, direct and review day-to-day plant operations in accordance with Federal and State requirements and departmental procedures. Involves: Inspect plant and monitor operations through all water treatment process stages. Respond to emergencies, determine causes and take remedial action to correct equipment and treatment deficiencies. Monitor water samples data, analyze laboratory results and instrument readings and make required adjustments. Regulate dosages of chemicals applied to water during treatment. Check water for turbidity, odors, alkalinity, chlorine residual and other requirements to ensure compliance with water quality regulations.

Plan, direct and coordinate water treatment equipment installation, maintenance and repair. Involves: Monitor plant equipment to identify malfunctions. Recommend repair or replacement of components and equipment. Check work to verify pumps, motors, aeration systems, chlorinators, multiple chemical feeders or similar mechanical equipment repairs. Check work to verify completion of repairs and adjustments have been completed. Inspect electrical equipment for overloads, shorts, loose connections, and power loss. Schedule and implement preventive maintenance programs. Ensure operating condition of available standby equipment. Maintain inventory and requisition supplies.

Supervise assigned supervisory and non-supervisory technical, skilled and semi-skilled personnel. Involves: Oversee or personally engage in scheduling, assigning, instructing, guiding, checking and evaluating work. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Prepare employee performance appraisals and review evaluations prepared by subordinates. Counsel, motivate and maintain harmonious working relationships among subordinates. Arrange for or engage in employee training and development. Recommend staffing and employee status changes.

Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: Substitute for supervisor, subordinates or coworkers during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity of ordinary operations, as assigned. Provide designated support for special projects. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Monitor, prepare and maintain daily and monthly equipment and process logs, power records, chemical and gas consumption and other related records and reports using computers. Represent department to educate and advise schools, and community, civic and international groups on water treatment plant processes as assigned.

Knowledge, Abilities and Skills

- Comprehensive knowledge of water treatment operation, maintenance and repair principles practices and procedures.
- Considerable knowledge of operation and maintenance of various kinds of water treatment equipment including aeration systems, chlorinators, and multiple chemical feeders.
- Considerable knowledge of water treatment chemicals and compounds, including those used in coagulation disinfection and or other processes.
- Considerable knowledge of Federal, State, and Utility water plant processing and water quality rules and regulations.
- Good knowledge of supervisory techniques, work conduct and attendance standards, and safe work practices.
- Good knowledge of operator certification requirements.
- Ability to plan, layout and complete installation, modification and repairs of water treatment plant equipment.

- Ability to read and interpret technical manuals, blueprints and other documents used to install, adjust and set various meters, gauges, and similar devices.
- Ability to read and comprehend federal, state, and Utility water treatment laws, rules and regulations.
- Ability to evaluate water plant operations and recommend adjustments.
- Ability to make quick, effective and sound decisions in emergency situations.
- Ability to calculate chemical formulas and labor and materials cost estimates.
- Ability to plan, assign, supervise, train, review and evaluate the work of assigned personnel.
- Ability to enforce and comply with personnel rules and regulations, standards of conduct and work attendance and safe working practices and procedures.
- Ability to effectively communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with City employees, officials, vendors, contractors, regulatory agencies and the public, including irate people.
- Ability to maintain records and prepare reports.
- Skill in safe operation and care of motor vehicle, computer network workstation and generic business productivity software, and equipment, hand tools and instruments to sample and measure water quality.

Other Job Characteristics

- Frequent exposure to moving machinery, hazardous chemicals, fumes and materials common to water treatment plant operation.
- Occasional exposure to adverse weather conditions, or animals and reptiles that live in open areas around water treatment facilities.
- Occasional climbing and lifting and carrying of moderately heavy objects (up to 50 pounds).
- Occasional driving through City traffic.

Minimum Qualifications

Education and Experience: Equivalent to a high school diploma or General Education Development (GED), plus six (6) years water treatment plant operations or maintenance experience, including three (3) years at the level of Water Plant Technician II.

License and Certificates:

- Valid Texas Class "C" Driver's License or equivalent from another state.
- Valid Texas "B" Water Certificate of Competency.

Special Requirements:

- Subject to working a rotating shift schedule that includes weekends and holidays.
- Subject to being on-call during non-working hours and mandatory recall during water utility emergency operations.

Human Resources Director

Department Head